



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 23, 2010

Document Electronically Transmitted

Brad Askeland, HR Director
North State Grocery, Inc., dba Holiday Quality Foods
20803 Front Street
Cottonwood, CA 96022
baskeland@shophgf.com

Dear Mr. Askeland:

RE: **FINAL MONITORING VISIT REPORT** for North State Grocery, Inc., dba Holiday Quality Foods – **ET08-0394**

Date of the Visit:	February 23, 2010
Beginning/Ending Time:	2:30 p.m. – 3:00 p.m.
Date of Last Visit:	October 27, 2006
Visit Location:	Teleconference
Persons in attendance:	North State Grocery, Inc., dba Holiday Quality Foods Representative: Brad Askeland, HR Director; ETP Representative: Myra Cordova, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	03/01/08 – 02/28/10	Agreement Amount:	\$27,000
Training Start Date:	July 9, 2008	No. to Retain:	60
Date Training must be Completed:	November 28, 2008	Range of Hours:	24 - 30
Type of Trainee:	Retrainee	Weighted Ave. Hours:	30

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5353 Mission Center Road, Suite 110
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www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

• **HISTORY OF AGREEMENT CHANGES**

ETP approved one Agreement Amendment on June 13, 2008, which reduced the post-retention wage from \$19.23 to \$16.82.

• **INTERVIEW WITH THE SIGNATORY, BRAD ASKELAND, HR DIRECTOR**

Include the following questions in this section:

- What barriers, if any, did your company experience in implementing your ETP project?
 - I had previous experience implementing projects so it wasn't a problem.
- What problems, if any, did your company experience with ETP record keeping?
 - Sometimes the website was hard to navigate around. I received assistance though.
- What assistance could ETP have provided that would improve the process for future Contractors?
 - Nothing other than perhaps make the website more user friendly
- How did your company benefit from the ETP training?
 - Our managers gained valuable leadership training that would not have been possible without this funding.

North State Grocery records show that 49 trainees have completed training (82% of planned retentions) and 49 trainees have completed the 90 day retention period (82% of planned retentions). North State Grocery projects earnings to be \$20,925 (78% of the encumbered total \$27,000). Current records show that North State Grocery has received \$20,925 in progress payments, of which \$20,925 has been approved as earned. Ms. Cordova reminded Mr. Askeland that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	51	Completed Retention:	49
Dropped Following Enrollment:	2	In Retention Period:	0
Completed Minimum Hours for reimbursement:	49	Completed Training:	49

AUDIT:

North State Grocery will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report or your training Agreement with ETP, please contact Myra Cordova at 916.327.5461 or mcordova@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office



Myra Cordova, Contract Analyst
Sacramento Regional Office

cc: David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File